

# YOUTH SERVICES POLICY

<b>Title:</b> Youth Travel - Community Based Services <b>Next Annual Review Date:</b> 08/12/2017	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.8
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<b>References:</b> YS Policy No. D.10.22 "Interstate Compact on Juveniles"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 08/12/2015

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the procedures for obtaining prior approval for youth in the custody of YS, Office of Juvenile Justice (OJJ) traveling out-of state or in-state under the supervision of a provider.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, and all employees of Community Based Services (CBS).

## IV. DEFINITIONS:

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state.

**Juvenile Interstate Data System (JIDS)** - A web-based system that facilitates the supervising, transferring, accepting, tracking, and returning of juveniles from one state to another.

**Placing PPO/J** - The assigned probation officer from the region where the placement originates.

**Placing Region/Region of Origin** - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

***Probation and Parole Officer/Juvenile (PPO/J)*** - Includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

***Provider*** - An individual or organization providing services to the Office of Juvenile Justice through a duly executed contractual agreement; the terms "facility" and "program" are also used to mean provider.

***Regional Director*** - The Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

***Regional Managers*** - Managers of the CBS offices located throughout the state.

***Supervising PPO/J*** - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

***Supervising Region*** - The region where the non-secure facility is located.

## V. POLICY:

It is the Deputy Secretary's policy that CBS monitor the movement of youth in the custody of YS/OJJ by obtaining prior approval of planned overnight travel or out-of-state travel.

## VI. PROCEDURES:

- A. The provider administrator or designee shall provide written notification to the Regional Manager of the supervising region at least 30 days prior to the scheduled event.

The written notice shall include the following:

1. Date of the scheduled event;
  2. Destination and accommodations, including the address and telephone number;
  3. Transportation arrangements;
  4. Itinerary or activities planned during the trip;
  5. Name(s) of youth who will be traveling; and
  6. The staff, by name and position, providing supervision.
- B. Planned in-state overnight outings may be approved by the Regional Manager of the placing region.
- C. Planned out-of-state travel shall have prior authorization from the Regional Director and the court of jurisdiction, pursuant to YS Policy No. D.10.22.

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1. If the youth is placed outside of the region of origin, the supervising region shall:
    - a. Notify the placing region of the proposed travel;
    - b. Complete the "Interstate Compact Out-of-State Travel Permit and Agreement to Return" form in the Juvenile Interstate Data Systems (JIDS), and obtain the youth's signature on the forms. The form is to be uploaded into JIDS and routed to the Central Office Deputy Compact Administrator. The signed forms shall be filed in Section 4 of the youths' case record;
    - c. Request authorization from the Regional Director for out-of-state travel after court approval and a recommendation from the Regional Manager is obtained; and
    - d. Notify the provider of the final decision.
  2. The placing region shall:
    - a. After notification from the supervising region, the PPO/J shall request approval from the court of jurisdiction;
    - b. When possible, obtain written approval from the youth's parent/guardian; and
    - c. Advise the supervising Region of the final decision.
  3. The Regional Director shall submit the approval or denial to the Regional Manager of the supervising region.
- D. Out-of-state travel for an individual youth in the custody of the Agency shall have prior written approval of the Regional Director and the court of jurisdiction, pursuant to YS Policy No. D.10.22. The request is made by the assigned PPO/J a minimum of 30 days prior to the scheduled date of travel.
1. The PPO/J shall:
    - a. Obtain written approval from the youth's parent/guardian;
    - b. Complete the "Interstate Compact Out-of-State Travel Permit and Agreement to Return" form in JIDS and obtain the youth's signature. The form is to be uploaded into JIDS and routed to the Central Office Deputy Compact Administrator. The signed forms shall be filled in Section 4 of the youth's file;

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- c. Request approval from the court of jurisdiction;
  - d. Request authorization from the Regional Director for out-of-state travel after obtaining court approval and a recommendation from the Regional Manager;
  - e. Notify the youth of the final decision.
- E. Out-of-State travel for non-custody youth requires parental consent only. The provider, however, shall notify the supervising region of the youth's name and date(s) of travel. Non-custody youth placed in residential facilities shall be excluded from the requirements of Travel under ICJ, however, states may elect to use the Travel Permit for notification purposes.

**Previous Regulation/Policy Number:** D.9.8  
**Previous Effective Date:** 07/30/2014  
**Attachments/References:**